**Bridgeway, Inc.**

**Job Description**

**Job Title:** Employment Specialist

**Division:** Disability Services

**Department:** Community Employment Services

**Administrative Supervisor:** Director or Coordinator of Community Employment Services

**Prepared By:** Human Resources/ces/employspec

**Prepared Date:** October 8, 1997

**Revised Date:**  November 3, 2017

**Approved By:** Senior Vice President

**Approved Date:** November 3, 2017

**SUMMARY**

Provide Community Employment Services (CES) to persons with disabilities - individuals with identified psychiatric, developmental, and/or physical impairments with the desired outcome being long term, stable, competitive community employment. Community Employment Services utilize the Individual Placement and Support (IPS) evidence based fidelity model that includes engagement, intake, assessment, service planning, individualized rapid job search, advocacy, linkage, counseling, on-the job training/coaching, and community support services. Additional responsibilities include job development, competitive placement, job retention, personalized benefit planning, and follow along supports. The population to be served includes adults and adolescents with disabilities (16 years and older). Coordination and treatment planning with the interdisciplinary team is an integral component of Community Employment Services.

**CUSTOMER SERVICE**

Customer service is the primary element of this position. The internal customers to be served include your immediate coworkers and all other employees of the organization. The external customers to be served include all clients/consumers of the organization and all members of the communities we serve.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following: Follow and enforce (if applicable) all organizational rules, policies, and procedures.

 Comply with the Performance Best Practice Standards established for this position.

 Maintain compliance with all applicable state and federal requirements and Bridgeway expectations.

Work with an identified caseload of consumers enrolled in Community Employment Services to facilitate successful employment for each consumer commensurate with his/her abilities, strengths, preferences, desired outcomes, cultural diversity and other identified needs.

Conduct vocational and other assessments, screening and intake services developing individualized Consumer Centered Plans focused on the overall employment goal of the consumer reviewing the plan at a minimum every six months and updating plans annually at a minimum.

Assure orientation of new consumers within Community Employment Services.

Responsible for job development based on consumers’ job preferences and exploring diverse work opportunities by aggressively building relationships with community employers.

Responsible for educating consumers, employers, interdisciplinary team staff, DRS counselors and other stakeholders about the benefits and costs associated with disclosing a disability as a part of the job search.

Complete a job task analysis with each employed person to determine if reasonable accommodation or procedural changes can be made with employers to facilitate a successful employment experience.

Provide information about how to communicate with a benefits counselor and ensure that linkage with entitlement providers is made to assist in monitoring wage reporting and the impact wages have on entitlements.

Participate in an ongoing Vocational Assessment and outreach for each client with the integrated mental health team, DRS counselors, and other natural supports as evidenced by documented progress written at least monthly using one of the following methods: in treatment plans, assessments, progress notes and regularly scheduled DRS staffings using the consumer's voice and preferences as a guide.

Facilitate monthly follow up services with clients, natural supports and employers (if there is disclosure) and continue to monitor and work with individuals for a period of time after employment is secured, as feasible.

Provide on-site job training and support to consumers placed in community settings as needed

Ensure the safety and well-being of employed consumers and ensure the quality of work being performed.

Provide individual/group counseling and rehabilitation services to help consumers overcome employment barriers and enhance opportunities for successful vocational rehabilitation.

Maintain accurate clinical, billing and CES/IPS records submitting documentation within the expected time-frame.

Provide transportation for consumers placed in community employment, developing alternate resources/natural supports for ongoing transportation.

Identify step down supports needed with other mental health, developmental disability and natural supports to ensure ongoing provision of services and training for persons in life skill areas that may impede the employment goal.

Monitor a caseload of people and assist in making referrals and coordinating needed services including, but not limited to:

* Skills teaching
* Advocacy
* Assistance in problem solving and building community and family support
* Linkages to mental health or other support services, community activities (includes social, recreational, cultural and spiritual events and resources), medical and dental care, federal and state entitlement programs, educational and vocational services, and other community service providers to facilitate successful employment experiences and ongoing support
* Development of natural community supports for consumers, fostering positive relationships with family, friends, neighbors, volunteers, and landlords.

Ensures that agency corporate compliance and performance standards related to service provision and clinical documentation are adhered to including but not limited to the following:

* Entry, Transition and Exit of consumers to/from the team.
* Completion of necessary documentation elements in line with expected timeliness and in compliance with Bridgeway expectations and applicable standards. Assessments, Consumer Centered Plans and other documentation ensure provision of sufficient rationale to support the diagnosis/medical necessity and the type, frequency and duration of services provided.
* Attend and participate in Clinical Staffings
* Person Centered Individualized Service Planning
* Discharge Planning and identifying step down supports
* Schedule consumer services in coordination with the Interdisciplinary Team(s) based on levels of care, fidelity to evidence based IPS model and hours of service needed by consumers.
* Maintain direct service average as specified in Performance Standards

Represent Bridgeway in a positive, professional manner, maintaining the rights of confidentiality for each consumer both within the agency and with regard to positive relationships with employers and other members of the community.

Meet regularly with supervisor and other team members to coordinate and plan services.

Maintain an organized, clean and safe work area, ordering necessary supplies.

Assist in the smooth operation of Bridgeway Services.

**NONESSENTIAL DUTIES:** Other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of Bachelor's degree is preferred or equivalent relevant experience; prefer Mental Health Professional (MHP) credential. One year of experience in vocational rehabilitation is desirable, as well as some experience working with persons with serious mental illness, developmental disabilities and/or other disabilities.

Expected to expand professional skills and knowledge through participation in educational training annually (seminars, in-services, conferences, courses, independent study, etc.) with minimum training hours specified in the performance standards.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**BRIDGEWAY EMPLOYMENT REQUIREMENTS**

Employment with Bridgeway is conditioned upon passing all required background checks. In addition, employees must remain current in all the training required for the position they hold. Each employee is expected to be compliant with all state and federal regulations, including the HIPAA Act, Drug free Workplace and all Corporate Compliance regulations and polices. Failure to maintain trainings, inability to pass random background checks, or violations of any of these standards will result in disciplinary action, up to and including termination of employment.

If driving is a part of the job, must have reliable transportation, maintain a valid driver’s license and insurability which is based on maintaining a good driving record, and is determined by Bridgeway liability carrier. Receiving a ticket for an accident or driving violation must be reported to the employee’s immediate supervisor and HR immediately to determine eligibility for continued employment.

For employees who will drive a personal vehicle for work purposes, Bridgeway requires that the vehicle is in safe working order. Additionally, the employee is required to maintain automobile insurance with liability coverage, and must maintain proof of this coverage in Human Resources.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must attend Blood Borne Pathogens, Office of Inspector General Rule 50, HIPAA, Corporate Compliance and Security trainings, New Employee Orientation; must complete all appropriate training by deadlines.

CPR and First Aid certification after hired.

Certification/licensure as appropriate must be held or obtainable in Illinois within one year of employment.

**OTHER SKILLS AND ABILITIES**

Must be able to communicate effectively both verbally and in writing, have good social and assessment skills, have the ability to work independently and interact professionally within the public domain. Must be able to negotiate and problem solve with stakeholders. Must have a commitment to work with persons with disabilities and demonstrate a belief in the principles of recovery and empowerment for persons with disabilities. Must be willing to work flexible hours and must possess basic computer navigation and word processing skills.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

May on occasion have to deal with aggressive clients acting out and may need to provide crisis intervention.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

May be exposed to diverse work environments, due to the nature of the position requirements of visiting clients in their homes. May on occasion transport clients in inclement weather condition.